

## **ZG29 REPORTS IN LAWSON AT-A-GLANCE**

### **WILD CARD GENERAL LEDGER DETAIL REPORT (ZG29D) (individual accounts)**

#### **First Time Report**

1. Go to the ZG29D screen.
2. Give your report a Job Name (ZG29DXX)
3. Give your report a Job Description (optional)
4. Enter Company, Acct Unit, Account and Sub-Account. You must enter with the same number of digits as shown in the example on the right., i.e. Company should be X288, X429, etc.)
5. Enter Budget Year
6. Click "Add"; "Job Added" message should appear in the lower left corner.
7. Click "Submit"; next screen click "Submit"
8. Click "Print Mgr"
9. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
10. When the report shows up, click the printer icon to print a copy of the report

#### **After the first time:**

1. Go to the ZG29E screen
2. Type in the report name or click the down arrow and then click on the report name
3. Click "Inquire". This will bring up the report you looked at the last time you used this report function. (If you choose to look at the same account, click "Submit Job", then "Submit", then "Print Mgr" just as you did for the first report.)
4. If you choose to look at a different account, enter the Company, Acct. Unit, Account (and Sub-Object, if applicable)
5. Click "Change", ("Job Changed" message should appear in the lower left corner) then "Submit Job"
6. Then click "Submit," and "Print Mgr"
7. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
8. When the report shows up, click the printer icon to print a copy of the report

### **MONTH WILD CARD GENERAL LEDGER SUMMARY REPORT (ZG29E)**

#### **First Time Report**

1. Go to the ZG29E screen
2. Give your report a Job Name (ZG29EXX)
3. Give your report a Job Description (optional)
4. Enter Company, Acct Unit, Account and Sub-Account. You must enter with the same number of digits as shown in the example on the right., i.e. Company should be X288, X429, etc.)
5. Enter "Budget Year"
6. Enter the date you want the report to end
7. Click "Add", "Job Added" message should appear in the lower left corner
8. Click "Submit", next screen click "Submit"
9. Click "Print Mgr"
10. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
11. Click the printer icon to print a copy of the report

#### **After the first time**

1. Go to the ZG29E screen
2. Type in the Job Name (ZG29EXX)
3. Click "Inquire". You will see the parameters of the last job. Click "Submit Job" **OR**
4. If you choose to change the any information, do so and click "Change". ("Job Changed" message should appear in the lower let corner) then "Submit"
5. Click "Submit" and "Print Mgr".
6. Click the job. If it does not show up, click "Inquire"
7. Click the printer icon to print a copy of the report

***You can put these reports in an Excel spreadsheet by clicking on "Create CSV File" at the top of the page.***